

**PGDP Citizens Advisory Board
Nomination, Membership, and Public Involvement Subcommittee
August 27, 2003 * CAB Office**

CAB Members Present: Rebecca Lambert, Chair
Linda Long

DOE Representative Present: David Dollins

Support Staff Present: Melanie Brewer
Lynn Link
Kendra Payne

The meeting was called to order at 1:00 p.m.

September Elections for Chair and Vice-Chair

The committee prepared the slate of candidates for the September elections of Chair and Vice-Chair. Lambert said nominations will also be taken from the floor at the September Board Meeting. Link said she will send an email to all Board members encouraging them to attend the September Board Meeting on behalf of Raper. She also said the staff will poll the Board prior to the meeting to see who will be in attendance.

Membership

Dollins said a letter was sent to Byron Forbus appointing him as a Board member. Link said she contacted Forbus and he will accept the appointment.

The committee reviewed membership applications currently in the pool. The deadline to submit an application has been extended to September 30. Lambert suggested that staff submit a press release concerning the date extension on the membership drive. Link said the staff will follow-up with those who have requested membership applications, but that have not been returned.

The committee suggested that newly appointed Board members receive the following material:

- A list of commonly used acronyms
- Paducah Gaseous Diffusion Plant (PGDP) fact sheet
- Citizens Advisory Board (CAB) Operating Procedures and By Laws
- CAB directory
- A list of all Site Specific Advisory Boards (SSABs) in the U.S. Department of Energy (DOE) complex
- Site Management Plan
- Past six month's Board Meeting minutes

CABfare Newsletter

Link said it has previously been mentioned to have a section in the newsletter where Board members could submit articles. Lambert said a Board member would need to submit his or her article to the Nomination, Membership, and Public Involvement Subcommittee to receive approval for publication. Payne said that the articles would need to be submitted at least one month prior to the issue of the newsletter.

Payne reported that the next newsletter would possibly consist of the following:

- Pictures and background information of new Board members
- Chairs' Meeting
- Seven members resigning from the Board
- Task force update
- Letter of Intent and Site Management Plan

The meeting adjourned at 2:05 p.m.